

American Masterpieces: Visual Arts Touring Instructions for Applying Through Grants.gov

CFDA No. 45.024

Funding Opportunity No. 2006NEA01AMVISAT

Application Deadline: September 21, 2006

Organizations applying under this program announcement are encouraged to submit their applications electronically through Grants.gov, the federal government's on-line application system.

Before you apply through Grants.gov for the first time, you must be registered. Registration with Grants.gov:

- Is a multi-step process.
- Takes time; allow two weeks.
- Must be completed before you can submit your application.

The Grants.gov system will accept applications through 11:59 p.m., Eastern Time, on the deadline date indicated above. Please be aware, however, that the Grants.Gov Customer Service hours are 7:00 a.m. to 9:00 p.m., Eastern Time, Monday to Friday. Should you encounter any difficulty submitting your application right before the deadline, the Arts Endowment will not accept your inability to contact Grants.gov after hours as a valid excuse for a late application.

We recommend strongly that you REGISTER WELL IN ADVANCE OF YOUR DEADLINE (Step 1 below). **We also encourage you to COMPLETE AND SUBMIT YOUR APPLICATION EARLY** (Steps 2 and 3 below); do not wait until the last minute. Grants.gov can slow down during periods of high usage, which most often occur between 12 noon and 5:00 p.m., Eastern Time. You will have a better experience if you submit your application outside of these hours and in advance of the deadline. In addition, we urge you to read these instructions in their entirety before you begin the application process.

If your organization has already registered and you want to verify your information, please contact Grants.gov.

Step 1: Register with Grants.gov

All applicants that have not yet done so must register with Grants.gov prior to submitting their application. This multi-step, one-time process cannot be completed in a single day; we recommend that you allow at least two weeks. **DO NOT WAIT UNTIL THE DAY OF THE APPLICATION DEADLINE TO REGISTER.**

The Arts Endowment has created [an easy-to-follow checklist for registering](#). Step-by-step instructions for registering are also available at www.grants.gov/GetStarted. If

you have problems registering, call the Grants.gov help desk at 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov Web site at www.grants.gov/CustomerSupport. The Grants.gov Customer Service hours are 7:00 a.m. to 9:00 p.m., Eastern Time, Monday to Friday.

You do not need to complete the registration process to download the application package and begin to prepare your material (see below). However, you will need your Grants.gov Username and Password that you obtain in the final step of the registration process to submit your application.

Step 2: Prepare your application material

Familiarize yourself with the guidelines:

Before you start to fill out the application, you should familiarize yourself with the program announcement for this category. This contains detailed application information.

Download the Grants.gov application package and save it to your computer:

In order to download the application package, you must have PureEdge Viewer, with its most recent upgrade, installed on your computer. If you do not already have the most recent version of this software, [please download and follow the instructions for installing this small, free program](#). Be sure to review the System Requirements; your computer must meet the stipulated browser and other requirements or PureEdge Viewer will not function properly, particularly when you try to submit your application. (NOTE: PureEdge Viewer runs only with Windows or Windows emulation software. Non-Windows users can now use the [free Citrix server](#) to work on PureEdge forms.)

When you download the application package, the Grants.gov "Grant Application Package" screen will open. Click on the "Save" button at the top of the form. You will see the following warning: "One or more of the items in this form contains an invalid value. Do you want to proceed anyway?" Click "Yes" to proceed, and **save the application package to a location on your computer or network where you can find it readily. Close the saved application package before you start to work on it for the first time. Always open and work on your application from this location.** You do not need to be connected to Grants.gov or the Internet until you are ready to submit your completed application. By saving changes each time you close your application, you will capture and save your most current data.

Work on your application:

1. Open the application package that you have saved to your computer and the Grants.gov "Grant Application Package" screen will appear. In the "Application Filing Name" field, enter your organization's legal name.
2. Next, open and complete all of the forms that appear in the "**Mandatory Documents**" box. To open an item, click on it to select it, and then click on

the **"Open Form"** button that is beneath the Mandatory Documents box. You cannot open a form by double clicking on it.

When a form is more than one page, navigate between pages by using the gray navigation boxes ("Next" or "Previous") that appear at the top of the application package. Do not use the Back/Forward Internet navigation buttons (with the arrows inside) as the information entered into the form will not be saved.

3. After working on a form, click the **"Close Form"** button at the top of the screen to capture your information and return you to the "Grant Application Package" screen. Before closing the "Grant Application Package" screen, click on the "Save" button. Until you have completed all of the required fields in all of the mandatory forms, clicking on the "Save" button will generate the pop-up warning about invalid values referred to above. Click "Yes" to proceed.

If asked if you want to update an existing file ("File Already Exists. OVERWRITE?"), clicking "Yes" will save your most recent changes to the existing file.

4. When a form is completed, click on the form name in the Mandatory Documents box to select it, and then click the => button. This will move the form to the **"Mandatory Completed Documents for Submission"** box. All forms must be in the "Mandatory Completed Documents for Submission" box before you will be able to submit your application. (You can open and work on a form in either the Mandatory Documents or Completed Documents box.)

You will see that there are four forms in the Mandatory Documents box that you must fill out before you can submit your application. They are:

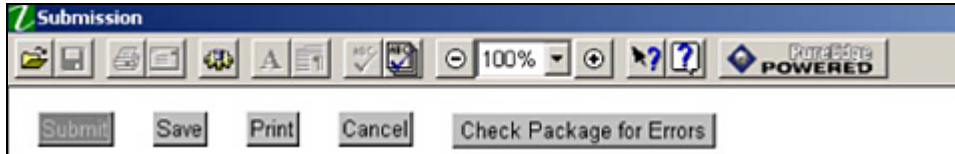
1. **Application for Federal Domestic Assistance/Short Organizational Form (SF-424)**: This form asks for basic information about your organization and project. Complete this form first because data entered here will populate fields of other forms where possible.
2. **NEA Supplemental Information Form**: This form asks for some additional information about your organization and project.
3. **NEA Organization & Project Profile Form**: In accordance with the Government Performance and Results Act (GPRA), the Arts Endowment will use the information gathered through this form to develop statistical profiles of the projects that it funds for reporting to Congress and the public.
4. **Attachments Form**: This is not a form in the conventional sense, but rather a place to attach additional items as PDF (portable document format) files. These items must be included for your Grants.gov application package to be considered complete.

Detailed instructions on how to fill out each of these forms are provided after Step 3 below.

In addition to applying through Grants.gov, applicants must submit certain items by mail directly to the Arts Endowment. Mailed material must be postmarked (or show

other proof of mailing) no later than one business day after the deadline date specified in the program announcement and at the start of these instructions. We provide this extra day to allow applicants ample time to receive and include with their mailed material a copy of the notification from Grants.gov that confirms their electronic submission and provides the Grants.gov Tracking Number. Details on material that must be submitted by mail are provided at the end of these instructions.

Step 3. Submit your application



1. In the top left corner of the Grants.gov menu screen you will see buttons for **Submit, Save, Print, Cancel, and Check Package for Errors.**
2. When you have completed your application (i.e., all of the Mandatory Documents have been completed and moved to the Completed Documents box), click the **Check Package for Errors** button to double check that you have provided all required information. This will alert you if you have left any required fields on the forms incomplete. This will not check the accuracy of your information or whether you have attached all required documents.
3. Click the **Save** button one last time to make sure that all of your most current information is saved. (At this point, you should **not** receive the invalid values message.)
4. If you want a hard copy of your completed application for your files, clicking the **Print** button will print out all of the forms in the Mandatory Completed Documents for Submission box. For a hard copy of the items that you are attaching to the Attachments Form, you will have to print each of these out separately from your computer.
5. Click the **Submit** button. [The Submit button will not become active (and turn from dark to light gray) until you have saved your application with all required fields completed. Clicking this button will reconnect you to Grants.gov and the Internet.] **You will be prompted to provide your Grants.gov Username and Password that you obtained during registration.** (REMINDER: You must have successfully completed all steps of the [registration process](#), in sequence, in order to receive your Grants.gov Username and Password.)
6. Click the "Login" button. This will bring you to the "Application Submission Verification and Signature" screen, which provides a summary of the Funding Opportunity for which you are applying. If everything looks accurate, click the "Sign and Submit Application" button to complete the process. **Be certain that you are satisfied with your application before you click this button. No revisions to your application are possible through Grants.gov once it is submitted.**

If you do not want to submit the application at this time, click the "Exit Application" button. You will be returned to the previous page where you can make changes in your material or exit the process.

Grants.gov will put a date/time stamp on your application when you click the "Sign and Submit Application" button. Your application must be stamped no later than 11:59 p.m., Eastern Time, on the deadline date. However, remember that Grants.gov's Customer Service hours end for the day at 9 p.m., Eastern Time. Should you encounter any difficulty submitting your application right before the deadline, the Arts Endowment will not accept your inability to contact Grants.gov after hours as a valid excuse for a late application.

7. Upon submission of your application to Grants.gov, a Confirmation that includes the **Grants.gov Tracking Number** assigned to your application will display on the screen. Print a copy of this notification to include with the material that you mail to the Arts Endowment and keep a copy for your records. The Tracking Number also will be e-mailed to your Authorized Organization Representative (AOR).
8. After the deadline for this category, Grants.gov will notify you via e-mail when the Arts Endowment retrieves your application from Grants.gov, and again soon thereafter, when your application has been assigned an Agency Tracking Number (this will be the Arts Endowment-assigned application number). This process will serve to acknowledge the receipt of your application by the Arts Endowment.

REMINDER: After submission of your application to Grants.gov, you must mail certain items (detailed in "Application Material to be Submitted by Mail" below) directly to the Arts Endowment.

Additional Help

For additional help on how to use Grants.gov, please see the help material on the Grants.gov website at www.grants.gov/CustomerSupport. You also can send e-mail to the Grants.gov helpdesk at support@grants.gov or call them at 1-800-518-4726 from 7 a.m. until 9 p.m., Eastern Time, Monday to Friday.

If you contact Grants.gov for assistance, your question will be assigned a case number. This number only documents your inquiry to the help desk. It is: 1) not, in itself, an indication of a Grants.gov system problem that would excuse a late application; and 2) not related to the tracking number that Grants.gov will assign your application once it has been successfully submitted.

For other help with your application, please review the instructions in the program announcement or contact the Arts Endowment staff for this category.

Detailed Instructions for Each Form in Your Grants.gov Application

Do not type in all capital letters when completing the forms.

Before you start to complete the required forms, activate the **Help** tool by clicking on the Help button (outlined in green below) in the Tool Bar. On each form, you will then find instructions by positioning the cursor over each item or, where relevant, over the radio button (circle to the left of the text) for an item. More detailed instructions for certain items are provided below.



How to fill out the Application for Federal Domestic Assistance/Short Organizational Form (SF-424)

NOTE: All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form.

Items 1, 2, and 4 have been pre-populated. Item 3, Date Received, will be filled automatically with the date that you submit your application; leave blank.

5. Applicant Information

Check the "Applicant Eligibility" section of the program announcement for eligibility details for this particular category.

a. Legal Name: Enter the legal name of your organization. The name provided here must be the applicant's legal name as it appears in the current IRS 501(c)(3) status letter or in the official document that identifies the organization as a unit of state or local government, or as a federally-recognized tribal community or tribe. (Do not use your organization's popular name, if different.)

If you are a parent organization that is applying on behalf of an eligible component, do not list the name of the component here. You will be asked for that information later.

b. Address:

Use Street 1 for your street address or post office box number, whichever is used for your U.S. Postal Service mailing address. Street 2 is not a required field and should be used **only** when a Suite or Room Number or other similar information is a necessary part of your address. Do **not** use Street 2 to give a second address for your organization.

In the Zip/Postal Code box, organizations in the United States should enter the **full 9-digit zip code** that was assigned by the U.S. Postal Service. If you do not know

your full zip code, you may look it up at www.usps.com/zip4/.

d. Type of Applicant: Select the item that best characterizes your organization from the menu in the first drop down box. Additional choices are optional.

e. Employer/Taxpayer Identification Number (EIN/TIN): Enter the 9-digit number that was assigned by the Internal Revenue Service; do not use a Social Security Number.

f. Organizational DUNS: All organizational applicants for federal funds must have a DUNS number, which is recognized as the universal standard for identifying organizations worldwide. **The number that you enter here must agree with the number (either 9 or 13 digits) that you used with the CCR (Central Contractor Registry) as part of the Grants.gov registration or your application will not be validated by Grants.gov and will be rejected.**

g. Congressional District: Enter the number of the Congressional District where the applicant organization is located. Use the following format: 2 character State Abbreviation-3 character District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." For the 12th district of North Carolina, enter "NC-012". If you do not have a Congressional District (e.g., you are located in a U.S. territory that doesn't have districts), enter 00-000. If you need help determining your district, please visit the House of Representatives Web site at www.house.gov and use the "Find Your Representative" tool.

6. Project Information

a. Project Title: Provide a brief descriptive title for your proposed project.

b. Project Description: In two or three sentences, briefly describe your specific project, not your organization. Use clear language that can be understood readily by readers who may not be familiar with your discipline or subject area. Indicate the target population to which this project is directed and the potential impact of this project on that population.

c. Proposed Project Start Date/End Date: Enter the beginning and ending dates for your requested period of support, i.e., the span of time necessary to plan, execute, and close out your proposed project. Refer to "Award Information/Period of Support" in the program announcement for the earliest date that the Arts Endowment's support can start and for the period of support that is allowed.

7. Project Director

Provide the requested information for the Project Director. Please leave the Social Security Number box blank. Select a Prefix (e.g., Ms., Mr.) even though this is not a required field.

8. Primary Contact/Grant Administrator

Provide the requested information for the individual who should be contacted on all matters involving this application and the administration of any grant that may be awarded. For colleges and universities, this person is often a Sponsored Research, Sponsored Programs, or Contracts and Grants Officer. Please leave the Social Security Number box blank. Select a Prefix even though this is not a required field.

In some organizations, particularly smaller ones, this individual may be the same as the Project Director. If this is the case, you may check the "Same as Project Director" box and not repeat information that you have already provided in Item 7. (If the Primary Contact/Grant Administrator is the same as the Authorizing Official, please complete all items under both 8 and 9 even though there will be some repetition.)

9. Authorized Representative

Enter the requested information for the AOR (Authorized Organization Representative) who will be submitting this application to Grants.gov. The AOR must have the legal authority to obligate your organization. By clicking the "I Agree" box at the top of Item 9, this individual will be certifying compliance with relevant federal requirements on your organization's behalf. (These requirements can be found in the [Assurance of Compliance section](#) of the Arts Endowment's *Grants for Arts Projects* guidelines.) The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

How to fill out the National Endowment for the Arts Supplemental Information Form

NOTE: All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form.

1. Applicant

Legal Name: This item has been pre-populated with information that you provided on the Application for Federal Domestic Assistance/Short Organizational Form (SF-424).

Popular Name: If you use a popular name that is different from your legal name, note that in the space below the IRS name.

For this application, the applicant is serving as: If the applicant is a parent institution applying on behalf of an eligible separate component, choose the "Parent of a Component" box and enter the name of the component in the space provided. Otherwise, choose "Not Applicable." (Consortium applications are not eligible under this category.)

Total organizational operating expenses for the most recently completed fiscal year: Unaudited figures are acceptable. If you are a parent organization, provide this information for the component on whose behalf you are applying.

2. Application Information

Project Field/Discipline: Select the field or discipline that is most relevant to your project.

Category: Select "Other."

Intended Outcome: The "Application Review" section of the program announcement indicates the outcome that the Arts Endowment intends to achieve through this funding category. To find this designated outcome, look in the footnote that follows the bullets under "artistic merit of the project." Select this outcome; **do NOT select any other.**

3. Project Budget Summary

NOTE: In all budget fields, round all figures to the nearest dollar.

Amount Requested: This figure must agree with "Amount requested from the Arts Endowment" in Item 1 of your Project Budget form.

Total Match for this Project: This must agree with Item 2 under Income of your Project Budget form.

Total Project Costs: This figure will autocalculate. Please double check to make certain that it agrees with Item 6 under Expenses of your Project Budget form.

How to fill out the Organization & Project Profile Form

Make sure that your **Help** tool is activated and then follow the instructions on the form itself. In order to see definitions of individual items, you must position your cursor directly over the relevant radio button, not over the accompanying text. This form is four pages long. To move back and forth among the pages use the Previous and Next buttons at the top of the screen.

How to use the Attachments Form

This "form" is not a form in the conventional sense. Rather, it is a place to attach documents that you have completed, converted to PDF (portable document format), and saved elsewhere on your computer. Some of these documents are themselves fillable Arts Endowment forms; others are narratives, lists, or bios that you develop in accordance with the instructions below. Several important points:

1. When submitting through Grants.gov, attach only one copy of each item.

2. **Attach PDF (portable document format) files.** Using PDFs allows you to preserve the formatting of your documents so that they can be presented to panelists exactly as you intend.

Attachments 1, 2, 3, 6, 7, 8 and 9 are documents (e.g., narratives, lists) that you will develop in accordance with the instructions provided. These documents can be created using any word processing software. When you have completed the document, save it to your computer and convert it to PDF before attaching. If you don't already have software to convert files to PDF, there are many low-cost and free software packages that can do this. To learn more, go to [Converting Your Documents to PDFs](#).

Attachments 4 and 5 are fillable forms; you will find a link to each form and its accompanying instructions. Each form is available in both Microsoft Word and PDF formats.

Using the Word version: After completing and saving the form to your computer, convert it to PDF before submission. If you don't already have software to convert files to PDF, there are many low-cost and free software packages that can do this. To learn more, go to [Converting Your Documents to PDFs](#).

Using the PDF version: **To save, close, reopen and attach a form, you must use Adobe Acrobat Approval or the full Acrobat Standard or Professional Programs.** (Acrobat Approval is no longer available for purchase, but existing versions will work.) Please note that if you use the free Acrobat Reader, you will be able to fill in the form but unable to save your work or attach the document (the information you have completed will not be transmitted).

Please make sure to convert your documents into PDF format in line with the guidance above. In the past, some applicants have printed their electronic documents and then scanned them, saving the scan in PDF format. PDFs created this way are much larger, and of lower quality, than PDFs created by the methods we recommend. **Please do not create PDFs of your electronic documents by scanning.**

If you are unable to submit your attachments as PDFs, then you should submit a paper application instead. However, we encourage you to secure the ability to convert your documents to PDFs and to gain experience with this format. In the future, Grants.gov applications with attachments that are not in PDF format will not be accepted.

3. For documents such as narratives and lists, label pages clearly with the name of the item (e.g., Organizational Background) and your organization's legal name. Format your documents for portrait (vs. landscape) orientation. Leave a margin of at least one inch at the top, bottom, and sides of all pages. Do not reduce type below 12 point font size. Do not type in all capital letters. Number pages sequentially.
4. **Name your files as indicated below and attach them in the proper order.** Please note that you cannot change the name of a file on the

Attachments Form. Therefore make certain that each file is named correctly **before** you attach it. See below for details.

When you open the Grants.gov Attachments Form, you will find 15 attachment buttons, labeled "Attachment 1" through "Attachment 15." By clicking on a button, you will be able to choose the PDF file from your computer that you wish to attach. Please attach the proper file to the proper button as listed below.

ATTACHMENT 1: To this button, attach a one-page **Organizational Background** statement [following these instructions](#). The file name should indicate the name of your organization or a recognizable acronym followed by "Org Background.pdf" (e.g., ABC Co Org Background.pdf or State Univ-Perf Arts Center Org Background.pdf).

ATTACHMENT 2: To this button, attach a representative list of your **Organizational Activities** for the past three seasons [following these instructions](#). The file name should indicate the name of your organization or a recognizable acronym followed by "Org Activities.pdf."

ATTACHMENT 3: To this button, attach your **Details of the Project** narrative [following these instructions](#). The file name should indicate the name of your organization or a recognizable acronym followed by "Proj Narrative.pdf."

ATTACHMENT 4: To this button, attach the **Project Budget form**, Parts 1 and 2 [[Word](#) | [PDF](#) | [Instructions](#)]. The file name should indicate the name of your organization or a recognizable acronym followed by "Project Budget.pdf." (If you wish to submit a copy of your own project budget for clarification, you may do so; see Attachment 9. Your own project budget may not be submitted in lieu of the required form.)

ATTACHMENT 5: To this button, attach the **Financial Information form** [[Word](#) | [PDF](#) | [Instructions](#)]. The file name should indicate the name of your organization or a recognizable acronym followed by "Financial Info.pdf."

ATTACHMENT 6: To this button, attach a single file that includes all of the items below that are relevant to your application. The file name should indicate the name of your organization or a recognizable acronym followed by "Bios.pdf." Label clearly each item.

- For all applicants: **Brief, current biographies of the key project personnel** [e.g., the proposed primary artist(s), project director, artistic director, executive director, teachers, curator, editor, folklorist, conductor]. Send no more than two pages of bios; group several on each page. Do not substitute resumes for the required biographies.
- For projects that involve highly technical professionals (e.g., individuals who work with new technology, art conservators): *Resumes* (not bios) for those individuals.
- For parent organizations applying on behalf of an eligible component: *A list of key staff* of the component unit. Describe any overlaps in staffing with the parent organization. This documentation is required to demonstrate your eligibility.

ATTACHMENT 7: To this button, attach a single file that includes all of the items below that are relevant to your application. The file name should indicate the name of your organization or a recognizable acronym followed by "Board List.pdf." Label clearly each item.

- For all applicants: A **list of current board members** including professional affiliations.
- For parent organizations applying on behalf of an eligible component: A *list of board/advisory group members* for the component as well as the parent organization. Note how long each board/advisory group has been in existence. This documentation is required to demonstrate your eligibility.

ATTACHMENT 8: To this button, attach a **Script** [following the instructions under "Script for Your Digital Images or Slides"](#) that appear as part of the Special Requirements for Museums applicants to the Access to Artistic Excellence category in the FY 2007 *Grants for Arts Projects* guidelines. The file name should indicate the name of your organization or a recognizable acronym followed by "Script.pdf."

ATTACHMENT 9: If you wish to submit a copy of your own project budget, to this button attach a **separate project budget**. (Your own project budget may not be submitted in lieu of the required Project Budget form.) The file name should indicate the name of your organization or a recognizable acronym followed by "Sep Budget.pdf."

You do not have to fill the remaining Attachment buttons.

If you try to view an attachment by clicking the "View Attachment" button on the Attachments Form but are unsuccessful, check the bottom of the screen for the message: "Pop-ups were blocked on this page." If you see this message, press "Ctrl" and "View Attachment" to see the attachment.

Reminder: Be sure to submit all attachments as PDF files. If you work in Word initially, you must convert each item to PDF before submission.

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Application Material To Be Submitted by Mail

In addition to the material that you submit through Grants.gov, you must mail the following items to the Arts Endowment. Your application package will not be considered complete without these items.

Mailed material:

1. A copy of the Submission Confirmation from Grants.gov that includes your **Grants.gov Tracking Number**. (Upon submission of your electronic application material to Grants.gov, this confirmation will display on your screen.) Be sure that this is the first item in your mailed material.
2. **Two copies of the letter from the Internal Revenue Service (IRS) that reflects your organization's current 501(c)(3) status and legal organization name**, or the official document that identifies your organization

as a unit of state or local government, or as a federally-recognized tribal community or tribe. If you are a local arts agency applying for a subgranting project, also submit documentation that you are authorized to operate on behalf of your local government.

This documentation is required to demonstrate your eligibility and must be submitted with each application to the Arts Endowment.

3. **Visual documentation**, [as specified in the Special Requirements for Museums applicants to the Access to Artistic Excellence category](#) in the FY 2007 *Grants for Arts Projects* guidelines.
4. A few carefully selected **sample programs, brochures, calendars, catalogues, or other promotional material** for the previous and current season. Wherever possible, submit material that is relevant to your proposed project. Please keep material to a minimum. Parent organizations applying on behalf of an eligible component should also submit two copies of brochures or other printed material that document the identity of the component as distinct from the parent organization.
5. Any additional items that are specified in the program announcement for your category.

Label your package as noted below. **All mailed material must be postmarked (or show other proof of mailing) no later than one business day after the deadline date in the program announcement. Send your package to:**

**American Masterpieces: Visual Arts Touring
Room 729**

GRANTS.GOV TRACKING NUMBER: _____ (Enter number assigned upon submission of your application to Grants.gov)

**National Endowment for the Arts
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001**

Be sure to include a complete return address on your package. If the delivery service that you use requires a telephone number for the recipient on the label, use 202/682-5760.

The National Endowment for the Arts continues to experience lengthy delays in the delivery of First-Class mail. In addition, some or all of the First-Class and Priority mail we receive may be put through an irradiation process. Support material (e.g., CDs, videos, slides) put through this process has been severely damaged. Until normal mail service resumes, please consider using a commercial delivery service, particularly if you are sending time-sensitive material.

If new information that significantly affects your application (including changes in artists or confirmed funding commitments) becomes available after your application is submitted, please send that information immediately to the office noted above. Include your organization's name and application number on any such submission. No revisions to your application can be made through Grants.gov.